

In accordance with Articles 8 and 11 of the Law on non-governmental organizations ("Official Journal of Montenegro, no 11/07 as of December 13, 2007) the Assembly of the South East European Heritage Network, at its session held on April 3, 2009, adopts the following

STATUTE of
The SOUTH EAST EUROPEAN HERITAGE NETWORK

I General provisions

Name of the organization

Article 1

The South East European (SEE) Heritage network, hereinafter referred to as "the Network", is a voluntary, independent, non-governmental, non-political and non-profit organization which gathers organizations from South East Europe countries which believe that cultural, ethnic and religious diversity is a valuable social resource.

Seat of the organization

Article 2

(1) The seat of the Network is in Kotor, at the address Škaljari bb.

Marks

Article 3

- (1) The Network has its logo, seal and a stamp.
- (2) On the left side of the logo there are stylized letters SEE and the inscription South East European HERITAGE on the right side.
- (3) The seal of the Network is round, with the logo in the centre and the name South East European Heritage Network written on the outer circle.
- (4) The stamp of the Network is square-shaped and besides the full name of the Network it contains space for date and number.

Establishment of the Network

Article 4

- (1) Association in the Network shall be guided by the principles of free will and equality in decision-making.
- (2) Members of the Network shall perform their common tasks in accordance with the vision and mission of the Network.
- (3) The Network shall be established for an indefinite period and it shall have the status of a legal person.

II Vision, mission and activities of the Network

Vision and mission of the Network

Article 5

Vision of the Network: South East Europe (SEE) – region where people cooperate, understand and respect each other on the basis of their cultural differences, believing that cultural, ethnic and religious diversity as a valuable resource.

Mission of the Network: to work towards protecting and promoting the common cultural heritage with the aim of encouraging sustainable development of the region.

Activities of the Network

Article 6

The Network shall achieve its mission through, but not limited to, the following activities:

- strengthening contacts and cooperation between non-governmental organizations in the field of cultural heritage in the SEE region;
- recognizing the needs for the realization of joint projects and activities in the field of cultural heritage;
- increasing capacities of civil society organizations in the field of cultural heritage;

- identifying and pointing to problems in the field of cultural heritage, and participating in resolving the problems;
- organizing scientific, specialist and researching projects in the field of cultural heritage;
- promoting the work of the civil society organizations;
- promoting the values and importance of the cultural heritage of South East Europe and raising awareness of its significance and potentials through education and other means;
- encouraging partnership and cooperation between state, business and CSO sectors, as well as citizens for the purpose of more efficient protection and valorization of cultural heritage;
- encouraging enhancement of cultural heritage management;
- exerting influence on decision-makers/ encouraging the state sector to adopt more efficient approach towards protecting and valorizing cultural heritage;
- publishing, producing and delivering relevant material
- conducting other activities which contribute to achieving the mission of the Network;

III Membership

Article 7

- (1) Membership in the Network is collective.
- (2) Members of the Network can propose new members.
- (3) Besides the members, the Network can establish a group of supporters of its work. Supporters of the Network can be: non-governmental organization, individuals, organizations, as well as state institutions, media, and private sector representatives that support the vision and mission of the Network.

Article 8

Members of the Network are non-governmental organizations which deal with cultural heritage protection or have one part of their program activities dedicated to cultural heritage protection, and which are registered or work in the South East Europe countries.

Becoming a member of the Network

Article 9

- (1) Non-governmental organizations shall be admitted to membership based on the application which must contain: a completed application form for membership in the Network; a valid registration document; a program of activities; and short CVs of the person/s responsible for following up the Network's work.
- (2) A non-governmental organization which is evaluated positively by the Managing Board, in accordance with the application under paragraph 1 above, and confirmed by the Network's Assembly shall be admitted to membership of the Network.
- (3) A non-governmental organization applying for membership in the Network must have a valid registration: 1) in the South East Europe country where it works; or 2) in the country where it comes from, in which case the concerned NGO must have ongoing activities in the South East Europe region.

Rights and obligations of the members

Article 10

- (1) The rights and obligations of the Network's members are:
 - to attend the Assembly of the Network
 - to have their representatives elect and be elected in all organs of the Network
 - to participate in the activities of the Network
 - to give opinions and recommendations at the Assembly of the Network
 - to be regularly informed about the Network's work
 - to maintain the reputation of the Network

Supporters of the Network

Article 11

- (1) Supporters of the Network can be: civil society and other organizations, individuals, as well as state institutions, media, and private sector representatives that would like to support the Network in an acceptable manner.

- (2) Supporters can attend the Network's meetings in an informal manner, if not otherwise decided by Managing Board.
- (3) Supporters can be from or outside the SEE region.

Dismissal from the Network

Article 12

- (1) If there is an initiative for the dismissal from the Network it shall be done by a mutual agreement between the Managing Board and the concerned member organization.
- (2) Dismissal from the Network shall be confirmed by the Assembly at the proposal of the Managing Board.

IV Transparency of work and organs of the Network

Transparency of work

Article 13

- (1) The work of the Network is public.
- (2) The organs of the Network shall take necessary measures in order to ensure the transparency of their work and provide information to the members and the public about their work by:
 - (1) making their meetings public;
 - (2) distributing printed material and other types of spoken and written information;
 - (3) placing special announcements in the media
 - (4) placing all information on the website of the Network www.seeheritage.org

Organs of the Network

Article 14

The organs of the Network shall be:

1. The Assembly
2. The Managing Board
3. The Secretariat

The Assembly

Article 15

- (2) The Assembly shall be the supreme managing and decision-making organ of the Network.
- (3) The Assembly shall be composed of the representatives of member NGOs, who shall be nominated and deposed by the Assembly members at the proposal of the Managing Board or at least two-thirds of the members.
- (4) Each member NGO shall have at least one representative at the Assembly who shall take part in decision-making.
- (5) The Assembly shall be convened and directed by a secretary of the Assembly, and during his/her absence the Managing Board shall nominate a substitute person.

Article 16

The Assembly shall have the following competences:

- Adopts the agenda;
- Adopts the Statute and other documents related to the Network's work, as well as the amendments to these documents;
- Nominates and deposes members of the Managing Board;
- Confirms decisions on admittance to membership and cessation of membership in the Network at the proposal of the Managing Board;
- Confirms a plan and a program of the Network's work
- Confirms an annual financial plan of the Network drawn up by the Managing Board;
- Considers the reports of the work of the Managing Board;
- Decides upon the cessation of work of the Network;

-Performs other tasks and duties laid down in the Statute and other general acts of the Network.

Article 17

- (1) The Assembly shall perform the duties within its competence at its ordinary and extraordinary meetings.
- (2) The Assembly shall organize its ordinary meetings, desirably at least one meeting in a calendar year.
- (3) Extraordinary meetings of the Assembly shall be convened according to need, at the request of an organ of the Network or at least one-third of the Network members.
- (4) Decisions of the Assembly shall be valid if a simple majority of the total number of members is present.
- (5) A simple majority vote of attending representatives shall be required for decisions of the Assembly, except for decisions referring to adopting or amending the Statute or cessation of the Network's work, in which case the decisions shall be made by a two-thirds majority of the total number of the members of the Assembly.

Managing board

Article 18

- (1) The Managing Board shall be an executive organ of the Network's Assembly and it shall consist of one representative from each member country.
- (2) Members of the Managing Board shall be elected by the Assembly, taking into consideration their professional competence, ability and willingness to contribute actively to the Network's development.
- (3) Members of the Managing Board shall be elected at the proposal of the member NGOs.
- (4) Members of the Managing Board shall be appointed for a period of two years, which term of office may be renewed.

Article 19

- (1) The Managing Board meetings shall be held at least every six months, and if needs be they can be convened earlier.
- (2) The Managing Board meetings shall be convened and presided over by the Secretary of the Network, and during his/her absence by a member of the Managing Board nominated by the Secretary.
- (3) The Managing Board shall make decisions by consensus, and its decisions shall be valid if the majority of members are present.

- (4) In order to make its work more efficient the Managing Board can form separate working groups to treat various topics.

Article 20

The Managing Board shall have the following competences:

- adopts its Rules of Procedure and other documents related to the Network's work;
- takes care of the legitimacy of the Network's work;
- considers the report of work between two meetings,
- implements decisions and conclusions of the Assembly and ensures that the decisions and conclusions are carried out,
- proposes to the Assembly amendments to the Statute and other general acts of the Network,
- considers and proposes to the Assembly a plan and a program of the Network's work,
- proposes to the Assembly an annual financial plan and report,
- formulates and implements the Network's general policy
- directs the management of the financial affairs of the Network and ensures that the financial means are allocated correctly,
- prepares the reports of its work for the Assembly,
- performs other tasks laid down in the general acts and such tasks for which it may be authorized by the Assembly.

Secretariat of the network

Article 21

The Secretariat of the Network shall be composed of a secretary and, depending on needs, other members.

Members of the Secretariat shall be selected through a defined public competition. Members of the Secretariat shall be selected by the Managing Board and confirmed by the Assembly.

Article 22

The Secretariat of the Network shall perform the following functions and tasks:

- represents the Network and advocates its interests;
- organizes preparations of the meeting of the Assembly and the Managing Board;
- coordinates the work of the Assembly and the Managing Board;
- implements decisions of the Managing Board;
- submits the report of his/her work to the Managing Board;
- takes care of the fulfillment of the network's plans and programs;
- makes decisions on financial affairs and is responsible for financial affairs;

- signs acts adopted by the Assembly and the Managing Board within their competences;
- coordinates the work of the Network's members and makes regular contacts with them;
- makes decision about and ensures realization of other current affairs of the Network;
- performs other tasks laid down in the general acts of the Network.

V Financial affairs

Sources of finances

Article 23

The sources of finances of the Network can be:

- membership fee;
- voluntary contributions and sponsorship,
- participation in public grant-awarding competitions
- other sources the use of which is permitted by the current law.

Usage of finances

Article 24

- (1)The funds raised in order to finance the work of the Network shall be allocated by a financial plan, in accordance with an annual program of work, i.e. plans of work drawn up by the organs of the Network.
- (2)The Network shall have its final accounting report which shall contain a statement of income and expenditure for each year.
- (3) The Network shall have its account
- (4)The financial dealings and usage of the Network finances shall be done in accordance with the general provisions and acts that regulate financial dealings of the Network.

VI Cessation of work of the Network

The way of cessation

Article 25

The Network can cease with its work:

- in accordance with the law,

-by the decision of the Assembly.

Removal from the register

Article 26

In the case of the cessation of work of the Network the Secretary of the Network shall notify the competent ministry no later than 15 days after the decision has been made, so that the Network can be removed from the register of non-governmental organizations.

Transfer of property

Article 27

- (1) The property of the Network shall be transferred to other non-governmental organizations or for humanitarian purposes.
- (2) The funds obtained on the basis of a financing agreement shall be returned to the financier.

VII Transitional and final provisions

Article 28

The Managing Board is responsible for the interpretation of this Statute.

Article 29

The Statute shall enter into force on the day of its adoption.

President of the Assembly

Aleksandra Kapetanović